Instructions

How to Complete the WR-39e
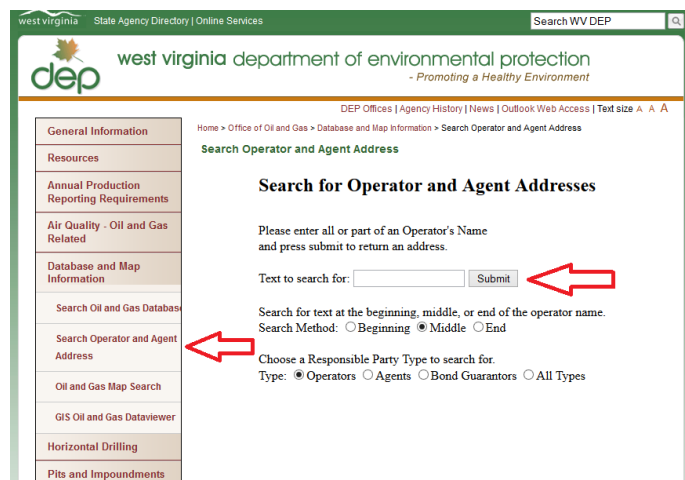
WR-39e - Annual Oil and Gas Production Reporting

The completion of the WR-39e is straight forward and easy. Do it <u>just the way we ask</u> and as shown in the following examples. If it is not filled in correctly, the data will not import in the computers, and the form will be returned to you for corrections.

There are three basic data fields needed to identify the well; the year, your Operator ID, and the well API number. These three things are critical and must be correct. Then there are fields to record production data of oil, gas, and NGL. Below are instructions for each field:

1. Download the most recent updated WR-39e form, go to the WV DEP Office of Oil and Gas web page:
   http://www.dep.wv.gov/oil-and-gas/rr/Pages/default.aspx

2. <u>Year</u>. Enter the year that production is being reported, use 4 digits, example "2014".

3. <u>Operator ID</u>. The Operator ID is a number assigned to all registered and bonded oil and gas operators. This is a number that all operators should know and keep available for such correspondence. The Operator ID number will be a 6 or 9 digit number. If you do not know your Operator ID, you may look it up on the WVDEP webpage at:
   http://www.dep.wv.gov/oil-and-gas/databaseinfo/Pages/searchoperatorandagentaddress.aspx

Example Operator ID Lookup Screen:

Operator Search Result

Click on an Operator Name link to get the Operator's Agent address information

1 rows returned							
ID	Name	Address	City	State	Zip Code	Phone Number	Attention
494458046	CNX GAS COMPANY LLC	ONE ENERGY DRIVE	JANE LEW	WV	26378-6506	304-884-2009	AMANDA LANGFORD

*** If you find that your company's contact information is NOT up to date, please update the information using the OP-1 form, located on the WVDEP web page under "Forms" ***

4. <u>API Number.</u> This number identifies each well. Enter the API number of all wells you are reporting on your bond. The format of API well number is important and must be entered as shown on examples. Do not use the "47" WV state code. API numbers will have a county code of 1 to 3 digits followed by a 5 digit well number. APIs which have a 1 or 2 digit county code do not need the leading zero(s). It is a good practice to list API numbers in **numeric order.** Please see example sheets for API format example.

5. <u>Monthly Production Data.</u> This is self-explanatory; enter the oil (barrels), gas (MCF), and NGL (barrels, H6A Horizontal Wells Only) production numbers in appropriate columns for that month. Enter zeros, or leave blank, for months with no production. DO NOT use decimals, letters, or negative numbers. If a meter reading indicates a negative number, use zero for that entry.

6. <u>NGL (Natural Gas Liquids) Data.</u> Only operators of "H6A" horizontal wells are required to submit production data for NGL. If you are not an operator of "H6A" horizontal wells, you may leave these columns blank.

7. <u>House Gas Wells.</u> To report production for gas wells whose only production is to feed a home, or a consumer, and it is not metered, enter 5 MCF for each month of the year.

8. <u>Wells with No Production.</u> If a well(s) has been out of production for the previous calendar year, report "0" for each month. Wells with no production for a 12 month period may get "Abandoned Well" status. Explore your options with the WVDEP about acquiring <u>Bona-fide Future Use</u> status for such wells and work toward getting these wells in production, or place them on a plugging schedule. Contact WVDEP if you have further questions.

9. <u>DO NOT:</u> Add extra columns or rows for additional information, do not add extra columns for company well numbers, do not add rows or columns to tally total production, do not add extra rows at the top for header information. The Year, Operator ID and API number is all the information needed to enter the data. Extra lines or columns will require future edits by you to make corrections.

10. If you have modified the WR-39e to include other information for your purposes, it is a simple matter to CUT AND PASTE the required information described above, from your modified form to the WR-39e form.

File Submittal

ESS – Electronic Submission System

Beginning this year, 2015 (for 2014 data), the Office of Oil and Gas is recommending the use of our Electronic Submission System (ESS) to accept data from oil and gas operators. This system will import your data directly and will improve efficiency in the data collection process. This method is optional this year, but we very strongly encourage you to use it. We expect to make this mandatory in the coming years, and we will use this for other functions. It's a great time to get familiar with this.
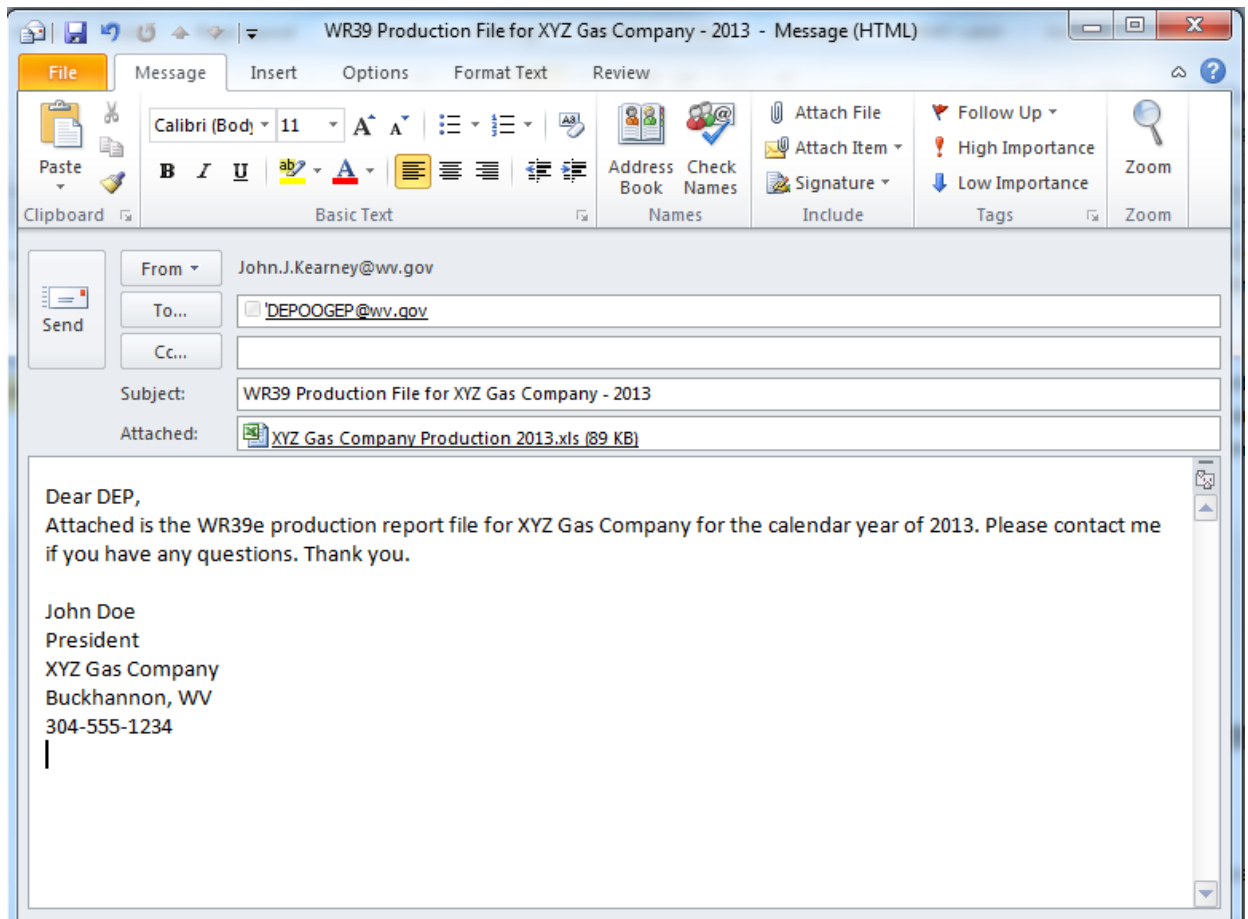
Complete instructions are available on our web page, and in the document titled "Instructions for Electronic Submission System (ESS), Oil and Gas Production Data Entry."

http://www.dep.wv.gov/oil-and-gas/rr/Pages/default.aspx

Email Method

If you must send the data via email, below are the instructions. We prefer you use the ESS method, and it will be mandatory in the future. Follow these instructions as shown:

1. File Name. Give your file a unique name that identifies it, such as "XYZ Oil and Gas Production 2014.xlsx." DO NOT USE "SPECIAL CHARACTERS" IN THE FILE NAME. Do not use characters such as "&, $, %,/, *, etc." in the file name. Many company names have an "&" in them, such as "XYZ Oil & Gas". Please spell out "and" and do not use other special characters in the file name.

2. Data Submittal. Submit production data via email to: DEPOOGEP@wv.gov.

3. Email Subject Line. ***New Item***. The subject line must contain the phrase "WR39" (no spaces or dashes). Follow this with a space and your company name. As an example, " WR39 for XYZ Gas Company".

4. Example E-mail. Below is an example of a simple email format we would like to see when you submit the WR39 production report to the WVDEP. The email should identify who you are. Include your name and phone number.

Email Window Header: WR39 Production File for XYZ Gas Company - 2013 - Message (HTML)

From: John.J.Kearney@wv.gov
To...: 'DEPOOGEP@wv.gov
Cc...:
Subject: WR39 Production File for XYZ Gas Company - 2013
Attached: XYZ Gas Company Production 2013.xls (89 KB)

Dear DEP,
Attached is the WR39e production report file for XYZ Gas Company for the calendar year of 2013. Please contact me if you have any questions. Thank you.

John Doe
President
XYZ Gas Company
Buckhannon, WV
304-555-1234

Please follow these simple procedures and your production data will quickly be entered to our database system and you will stay in compliance with reporting requirements of the WVDEP Office of Oil and Gas. Production data may be compared, and shared with, other agencies' data such as the WV Department of Revenue or WV State Tax Department, so accurate and consistent reporting is very important. If you have any questions concerning this, you may contact John.J.Kearney@wv.gov, at 304-926-0499, extension 1534. Thank you.

West Virginia Department of Environmental Protection, Office of Oil and Gas.
Form WR-39e "Report of Monthly Production"

Complete instructions are available on-line, please read them before proceeding:
http://www.dep.wv.gov/oil-and-gas/rr/Pages/default.aspx

Use this form to report oil, gas, and natural gas liquids production.
Units are: oil - barrels (42 gallons), gas - MCF (1,000 cubic feet), and NGL - barrels.

A month with no production, whether oil, gas, or NGL, you may entered a 0 (zero), or leave blank. A blank space will register as 0 production.

Reports that are incomplete, or completed incorrectly, will be returned for corrections.

The format of API Well Number is very important. It must be in the format as described in instructions. (ex. 701234, 1701234, or 10901234).

Do not use letters, symbols, dashes, or any characters except numbers in the data fields below. Do not add additional information to this form.

Year	Operator_ID	API	Jan_Oil	Jan_Gas	Jan_NGL	Feb_Oil	Feb_Gas	Feb_NGL	Mar_Oil	Mar_Gas	Mar_NGL	Apr_Oil	Apr_Gas	Apr_NGL	May_Oil	May_Gas	May_NGL
2014	444333222	500001	0	5	0	0	5	0	0	0	0	100	5	0	100	5	0
2014	444333222	1700100	0	10	0	0	10	10	0	0	0	5	20	0	5	20	25
2014	444333222	3300020	100	2000	0	100	2000	0	100	2000	0	100	2000	0	100	2000	0
2014	444333222	3500400	100	2000	0	100	2000	0	100	2000	0	100	2000	0	100	2000	0
2014	444333222	7702222	100	2000	0	100	2000	0	100	2000	0	100	2000	0	100	2000	0
2014	444333222	10300001	0	20	50	0	20	15	0	20	0	10	20	0	10	20	0
2014	444333222	10300002	0	30	40	0	30	15	0	20	0	0	30	0	0	30	0
2014	444333222	10300003	0	100	60	0	100	15	0	20	0	20	100	0	20	100	0
2014	444333222	10300004	0	120	100	0	120	15	0	20	0	0	120	0	0	120	0
2014	444333222	10300005	0	140	0	0	140	15	0	2	0	80	140	0	80	140	0
2014	444333222	10300006	0	5	10	0	5	15	0	10	0	0	5	0	0	5	0
2014	444333222	10300007	0	5	0	0	5	0	0	5	0	0	5	0	0	5	0

API Column in Numberic Order

House Gas Well Example

NGL (Natural Gas Liquid) Example Column, for H6A Wells Only